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Approved For Release 2001/08/09 : CIA-RDP78-03991A000100010035-1

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Procurement and Supply

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 8 through 14 January 1953

DATE: 15 January 1953

1. The following reports were completed and forwarded to the Comptroller:

a. Monthly

- (1) Total monetary value of stock in use
- (2) Reimbursement for property issued to the National Psychological Strategy Board
- (3) Monetary value of expendable and non-expendable property for the National Security Council

b. Quarterly

- (1) Penalty mail report
- (2) Monetary report

2. A statistical report was prepared for PSO/Admin Staff which included the following personnel data, by months, February 1952 - December 1952:

- a. T/O of Procurement and Supply Office
- b. Number of personnel on duty
- c. Number of applicants in process
- d. Number of vacancies

3. Several graphic charts were completed for the Supply Division as an inclusion in a supplement to the Procurement and Supply Manual.

4. The review of the supplemental listing of Air Force "Publication Requirements Tables" will be completed this week and returned to the CIA Library with an indication of what publications we desire to have included in the distribution list previously forwarded to them.

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5. Sterile copies of the instructions and background data on [REDACTED] were prepared and furnished to the personnel of PSO who are members of the task group assigned to make a survey of [REDACTED] for the Agency.

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7. A copy of project [REDACTED] with the request that it be reviewed from a logistics standpoint, and that it be returned with our written comments regarding the project.

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8. A memorandum was received from the Chief, Policy Planning Staff, PSO, regarding post D-Day planning for unconventional warfare, which requested that a memorandum be prepared for the Chief, PSO, recommending stock levels to be established for certain FE Division overseas support bases. A reply is being prepared.

9. Information from DD/P/Admin regarding "sterilization" of Forecast of Materiel Requirements (Form No. 431), as noted in paragraph 6, weekly report of 8 January 1953, has been amended by further information from that office. A review of such instructions indicates that clarification of certain provisions will be required before the forms can be released for overseas distribution.

10. The memorandum to staff and area divisions relative to the submission of the fourth quarterly revision of materiel requirements, as noted in paragraph 7, weekly report of 8 January 1953, has been signed by DD/P/Admin and distribution of copies is being made.

11. ZI inventories of materiel, referred to in paragraph 8, weekly report of 8 January 1953, are still in the Supply Division for review and adjustment.

12. A memorandum has been forwarded to the Purchase and Supply Divisions requesting that a quantity of 700,000 round ammo, 9mm parabellum, be released from FY 1952 Contingency Fund Materiel Reserve (FE portion) to satisfy Req. No. 70-53 (SE).

13. The Purchase Division has been requested to furnish a list of surplus materiel made available to this Agency for which CIA has made a definite commitment or obligation to ownership, and a list of surplus materiel available to this Agency from the Department of Defense or other sources. The above lists refer particularly to arms and ammunition. It is contemplated that such lists will be used in connection with the fourth quarterly revision of materiel requirements and subsequent procurement list.

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14. Conferences were held with representatives of the Assistant Director for Operations [REDACTED] and the Office of Training, Support Staff, relative to submission of requirements for operational materiel. It is expected that these offices will submit materiel requirements which will be consolidated with those of the area divisions.

15. Special subjects of interest from the Coordination Branch are:

Overall

a. All area coordinators were urged to contact their divisions to obtain the forecast of requirements to be submitted before 1 February 1953. Indications are that a few submissions will be in prior to that date.

b. The approximate value of the surplus materiel to be received from Marine Corps sources for Agency use is \$47,663.00. Current lists of surplus materiel will be examined for items which may be obtained, with the view of having first choice and a more complete coverage than was experienced with the initial lists.

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c. Assistance was given in coordinating the allocation of [REDACTED] and associated equipment with another area division. This materiel is now under contract.

d. Continued efforts in assisting the division in a review of all outstanding requisitions and shipments.

e. Considerable time was given in assisting in the review and determination of current status of the division's position with respect to the foreign arms program.

SR

f. Prepared a report for the division indicating availability and correct source for obtaining Research and Development information and materiel from the Armed Services.

g. Procured information regarding manufacturer's specifications, cost and availability of 6- and 12-volt silver celled batteries. Not being in production, these batteries are costly;

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NEA, SE

h. Assistance was given in investigating the current status of outstanding requisitions.

i. Assisted the divisions in coordinating the replies to incoming cables.

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FE



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k. Assisted in a study on selected items (TO/E) regarding inventories and stocks held at [REDACTED] stocks in the ZI, contingency fund Fiscal Year 1953 stocks available, and actions against unfilled requirements. This study was made to facilitate future requirements to be submitted by FE/LOG.

l. Coordinated the release of seven (7) cargoes of demolition charges by obtaining the signature of Chief, FE/LOG.

WE, WH

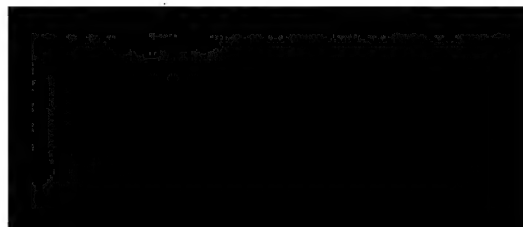
m. Assisted in obtaining emergency operational equipment for men leaving immediately for overseas assignment.

n. Attended a meeting which consisted of briefing on TSS items, which was arranged for representatives of WE Division.

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o. Investigated an incident of broken handles on a portable press, which evidently was the result of faulty packing by the manufacturer. Damage report is being submitted by [REDACTED] Warehouse to the Contract Branch, Purchase Division, who will contact the manufacturer.

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PSO/WHM:sc (15 Jan. 1953)

Distribution:

- 1 - C&R Chrono
- 1 - SB Wkly Rpt. File
- 1 - CB
- 1 - Require.
- 1 - Plans

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